Delaware Licensing Procedures

The Delaware Insurance Department accepts only electronic license and renewal applications.

Applicants may apply online through the NIPR (National Insurance Producer Registry). The NIPR Gateway is a communication network that electronically links state insurance departments with the entities they regulate. The website address to submit an application is:

www.nipr.com

Examination information may be obtained through our contractor, Pearson Vue. They may be contacted at 800-274-0455 or on the web at:

http://www.asisvcs.com/publications/pdf/120800.pdf

PRODUCER

Resident -

- Electronic Submission: www.nipr.com
- Examination(s) from Pearson Vue
- State Criminal Background Report (DE State Police 302-739-2528)
- Applicants applying for the Line(s) of authority Bail Agent (Bail Agent means a person required to be licensed under the laws of this State to sell, solicit or negotiate contracts of surety bail bond insurance and appointed by a surety insurer that is authorized to transact business in this State to sell, solicit or negotiate contracts of surety bail bond insurance.) or Property Bail Agent (Property bail agent" means any person, not appointed by a surety insurer, who pledges United States currency, United States postal money orders or cashier's checks or other property as security or surety for a bail bond in connection with a judicial proceeding and receives or is promised therefore money or other things of value.) are required to file a bond in the amount of \$20,000 with the Department. The bond may be faxed to 302-736-7906.
- **Property Bail Agents** are required to provide a copy of their fee schedule and contract. This may be faxed to 302-736-7906.
- Once the application has been submitted through NIPR, please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.
- \$75.00 Fee

Nonresident-

- Electronic Submission: www.nipr.com
- Applicants applying for the Line(s) of authority Bail Agent (Bail Agent means a person required to be licensed under the laws of this State to sell, solicit or negotiate contracts of surety bail bond insurance and appointed by a surety insurer that is authorized to transact business in this State to sell, solicit or negotiate contracts of surety bail bond insurance.) or Property Bail Agent (Property bail agent" means any person, not appointed by a surety insurer, who pledges United States currency, United States postal money orders or

cashier's checks or other property as security or surety for a bail bond in connection with a judicial proceeding and receives or is promised therefore money or other things of value.) are required to file a bond in the amount of \$20,000 with the Department. The bond may be faxed to 302-736-7906.

- **Property Bail Agents** are required to provide a copy of their fee schedule and contract. A Filing fee of \$50 must accompany the fee schedule and contract. [Title 18 <u>Del</u>. <u>C</u>. \$701(21)]
- \$75.00 Fee

SURPLUS LINES BROKER

Resident – **Please Note:** To qualify for a Surplus Line Broker License, the applicant must have an active Producer License for the LOAs they are requesting. A Surplus Line Broker License may be issued for one or more of the following LOAs: Property, Casualty, Surety, Marine & Transportation, and Personal Lines.

• Electronic Submission: www.nipr.com

• \$200.00 Fee

Nonresident -

• Electronic Submission: www.nipr.com

• \$200.00 Fee

FRATERNAL PRODUCER

Resident -

- Electronic Submission: www.nipr.com
- State Criminal Background Report (302-739-2528)
- Please fax the State Criminal Background Report to: 302-736-7906.
- \$75.00 Fee

Nonresident -

- Electronic Submission: www.nipr.com
- \$75.00 Fee

Limited Lines Producer

Limited Lines Producer Licenses are issued for the following Lines of Authority:

- Automobile Club
- Credit
- Life (Pre-Need Insurance) Examination from Pearson Vue is required for a resident applicant.
- Title Proof of Admittance to the Delaware Bar or examination from Pearson Vue is required for a resident applicant.
- Travel Accident & Baggage

Resident -

- Electronic Submission: www.nipr.com
- State Criminal Background Report (302-739-2528)
- Please fax the State Criminal Background Report to: 302-736-7906.
- \$75.00 Fee

Nonresident -

• Electronic Submission: www.nipr.com

• \$75.00 Fee

ADJUSTER

Resident -

- Electronic Submission: <u>www.nipr.com</u>
- Examination(s) from Pearson Vue
- State Criminal Background Report (302-739-2528)
- Once the application has been submitted through NIPR, please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.
- \$75.00 Fee

Nonresident –

- Nonresident licensees licensed in their home state where an exam has been taken may apply online at www.nipr.com
- Nonresident licensees who hold a license in a state other then their home state (where an exam has been taken) are required to complete a Form 2A
 http://www.state.de.us/inscom/departments/licensing/New2A.pdf and submit to the Department.
- Nonresident applicants who are not licensed in any state are required to take the
 Delaware exam and obtain a Criminal Background Report from their resident State Police
 Department. The Form 2A
 http://www.state.de.us/inscom/departments/licensing/New2A.pdf and the Criminal
 Background Report must be submitted to the Department. Examination results are
 received electronically from Pearson Vue and do not need to be submitted to the
 Department.
- \$75.00 Fee

PUBLIC ADJUSTER

Resident -

- Electronic Submission: www.nipr.com
- Examination from Pearson Vue
- State Criminal Background Report (302-739-2528)

- Bond in the amount of \$20,000
- Copy of Contract (Title 18 Chapter 17A)
- Please fax the State Criminal Background Report, Bond, and copy of contract to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be submitted to the Department.
- \$75.00 Fee

Nonresident -

- Electronic Submission: www.nipr.com
- Bond in the amount of \$20,000
- Copy of Contract (Title 18 Chapter 17A)
- Please fax the Bond, and copy of contract to: 302-736-7906.
- \$75.00 Fee

MOTOR VEHICLE APPRAISER

Resident -

- Electronic Submission: <u>www.nipr.com</u>
- Examination from Pearson Vue
- State Criminal Background Report
- Please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.
- \$75.00 Fee

Nonresident-

- Electronic Submission: www.nipr.com
- \$75.00 Fee

APPRENTICE ADJUSTER/MOTOR VEHICLE APPRAISER (VALID FOR 1 YEAR)

Resident/Nonresident -

- Electronic Submission: www.nipr.com
- Please fax the following to 302-736-7906:
 - A statement from a duly licensed adjuster/appraiser assuming full responsibility for the activities of the applicant and certification that the applicant is a full-time employee under his/her supervision.
 - o A State Criminal Report from the applicant's state of residence.
- \$25.00 Fee

BUSINESS ENTITY AGENCY LICENSE

A business entity acting as an insurance producer is required to obtain an insurance producer license. Application may be made online at www.nipr.com

Before approving the application, the Insurance Commissioner shall find that:

- The business entity has paid the fees set forth in Title 18 Delaware Code, Chapter 7; and
- The business entity has designated a licensed producer responsible for the business entity's compliance with the insurance laws, rules and regulations of this state.
- \$75.00 Fee

Change of Name

Report any change in name to the Insurance Department within THIRTY (30) DAYS of the change on a Form 2C (http://www.state.de.us/inscom/departments/licensing/New2C.pdf). A fee of \$10, proof of name change, and a Form 2C are required for change of name. A revised license will be forwarded to the licensee.

Change of Address

Address changes may be made online at: www.nipr.com and must be reported within THIRTY (30) Days of the change.